

ROOM BOOKING REQUEST FORM

Office use

Voluntary group		Statutory/commercial		Private		Family	
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1. Your details

Name of applicant	
Name of group	
Address	
Postcode	
Phone number	
Email	

2. Details of booking

Date(s)						
Time						
What activities will the group be involved in? <i>(Give as much detail as possible)</i>						
Age of users	0-16	<input type="checkbox"/>	17-19 <input type="checkbox"/>	20-30 <input type="checkbox"/>	31-55 <input type="checkbox"/>	over 55 <input type="checkbox"/>
Are you a Camden resident?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If no, which borough do you live in?						
Are the majority of users Camden residents?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Number of men and women in the group?	Men		Women			
How is the group funded?						
Do you have professional liability insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If you work with children or young people do you have current CRB checks?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Requests for bookings will be considered by the Holborn Community Association Management Committee. Bookings have to fit in with our regular programme of events and with other groups who may wish to book space. You will be notified of the Management Committee's decision within 30 days.

Return this form to **Bedford House Community Centre, 35 Emerald Street, London WC1N 3QW**,
fax it to **020 7405 0232** or email it to **admin@holborncommunity.co.uk**